

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineering Technician	OFFICE/BRANCH/SECTION 03/Maintenance Engineering	
WORKING TITLE Culvert Inspector	POSITION NUMBER 903-600-3175-XXX	EFFECTIVE DATE July 2, 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the supervision of the Senior Transportation Engineer and the functional lead direction of the Transportation Engineer, the culvert inspector is responsible for conducting field inspections of the district's culvert/drainage systems. Responsibilities also include assessing physical condition of culverts, recommending maintenance strategies, and assisting in data processing, quality control, and equipment maintenance. Work will involve District-wide travel with overnight stays on per diem. Incumbent will use state vehicles in the performance of assigned tasks, must have a valid driver's license.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
60%	E	Performs field inspection of culvert/drainage systems throughout the district. Collects inventory and assessment data using hand-held computers, GPS survey equipment, digital camera, and video equipment. Responsible for the quality and integrity of field data. Uses engineering judgment to assess the condition of culverts and recommend appropriate repair strategies. Transports technical equipment into rugged, remote field locations. Develops expertise in identifying type and cause of culvert damage.
20%	E	Uses computer oriented processes to compile field data. Incorporates various computer programs to transfer the electronic field data into an office database. Formats information stored in the database into usable inventory and assessment reports. Analyzes data for accuracy and completeness.
10%	E	Sets up and maintains safe work sites per the Manual of Traffic Controls for Construction and Maintenance Work Zones.
10%	M	Performs research on contract and as-built plans to determine location and characteristics of existing culvert/drainage systems. Prepares reports compiled from field data and the culvert database.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position has no supervisory responsibilities.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

This position requires the aptitude to work within a team setting. Possess good writing, oral, organizational, and communication skills. Able to operate various pieces of equipment including but not limited to computers, GPS survey equipment, rock climbing equipment, video inspection equipment, and motor vehicles. Must be able to read contract and as-built plans and have a practical field engineering experience in highway maintenance techniques. Must be able to identify culvert maintenance strategies and the type of culvert defects that lead to structural failure.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Poor decision could result in the failure to properly service and maintain video inspection equipment and culvert inventory mobile unit, which could result in excessive repair costs, loss of equipment, and negatively impact work production. Poor

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attention to data collection may lead to recollecting data, which negatively impacts work production. Inaccurate data collection could undermine the culvert inventory program and could result in decisions being made on false or incomplete information. Failure to follow safe working practices could cause physical harm to the employee and/or team members.

### PUBLIC AND INTERNAL CONTACTS

The employee will routinely interact with other Caltrans personnel including Maintenance field crews, Storm Water crews, and all levels of management to transmit and obtain relevant engineering information. Public contact, though limited, may be required.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee must be in good physical condition capable of standing and sitting for periods of time, bending, stooping, and performing physical tasks, which include transporting up to 65 pounds of various inspection equipment over unstable surfaces and slopes. Use of ropes and climbing harnesses may be required for the examination of both the exterior and interior of culverts. Will be responsible for maintaining valuable computer and video equipment. District wide travel will be required as necessary including overnight stays of 1-3 days. Must have the ability to work near high speed traffic.

### WORK ENVIRONMENT

While at the base of operation, the employee will work in a climate-controlled office under artificial lighting. The employee is required to travel and work outdoors, and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. While working in the field, the employee may experience various climatic conditions including sun, wind, rain, snow, or other conditions such as dust, dirt, traffic, animals, insects, or loud noises. The employee may be required to enter culverts, climb slopes, work in lane closures, or stand or bend at knees for periods of time while operating computer and video equipment. Safe work practices must be followed at all times for accident/injury prevention.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE